



USER GUIDE

ODO10

Steps to properly maximize the use of the ODOTRACK technology

1. Connect the device in the vehicle
2. Use the device
3. Important practical recommendations
4. Access account
5. Modules

1. CONNECT THE DEVICE IN THE VEHICLE

Use the auxiliary adapter (cigarette lighter socket) supplied with your device. →



You can also connect the device using the following tools:

➤ Splitter with twin USB ports →











➤ OBDII adapter to USB →



Important !





Only the accessories sold by ODOTRACK ensure compatibility with your device.

2. USE THE DEVICE

FUNCTION	DESCRIPTION
BUTTON 	Press the  button for all your business trips. If you have activated the timesheet module, this button is also used to indicate the start of your day (punch in). Subsequently, all trips will be saved in business mode.
BUTTON 	Press the  button for all your personal trips. If you have activated the timesheet module, this button is also used to indicate the end of your day (punch out). Subsequently, all trips will be saved in personal mode. ENTERPRISES: If you are a user, the privacy protection is automatically activated to keep all personal trips confidential.
BUTTON  BUTTON  Optional	These 2 buttons allow you to identify 2 drivers or 2 vehicles in order to make the selection from your device. Other features can be applied if necessary.
BUTTON 	Press the  in order to manually end your trip during a short stop, if required. Note that it is not necessary to press this button since the function is automatically activated (5 minutes of downtime or less depending on your choice).

It is not necessary to press a button at each trip. ODOTRACK will remember the recent selection made: business or personal as well as the functions 1 or 2 (if you have enabled this feature).

NB: you can make corrections to your ODOTRACK account depending on your access privileges.

SIGNAL	DESCRIPTION
	Battery charge indicator.
	Reception indicator for cellular network.
	The cellular signal is at its strongest when all the bars are visible. Notice it is the cellular signal that sends the information about your trips to the ODOTRACK server.
	The connection to the ODOTRACK server is active when the link is visible between the two symbols.
17:40	Universal time: The time on your ODO10 cannot be changed. It will be automatically updated according to the time zone you are in.

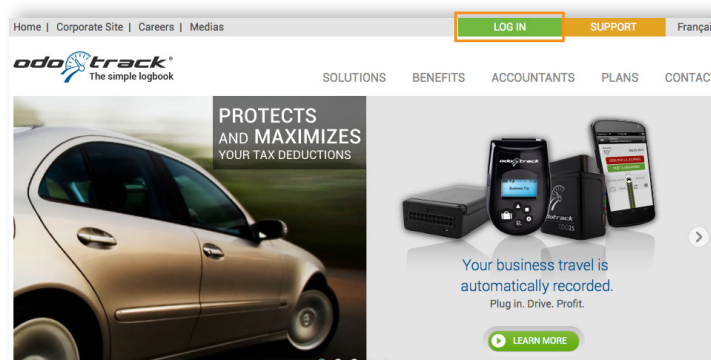
3. PRACTICAL RECOMMENDATIONS

- › Always leave the device plugged in your vehicle (car adapter).
- › Do not use any other type of connection as provided by ODOTRACK.
- › If you remove the device from your vehicle, be sure to turn it off by pressing the **“Power”** button on the side.
- › Do not place the ODOTRACK device around other devices that may interfere with the cellular transmission or GPS. We recommend that your ODOTRACK device is placed as far as possible from a GPS or a system such as OnStar. Loss of trips could occur and affect your mileage refund.
- › If you change vehicle, simply unplug the device from the old vehicle and plug it in the new one. The settings of your new vehicle should be added in the **Vehicle** module in the user account.

4. ACCOUNT ACCESS

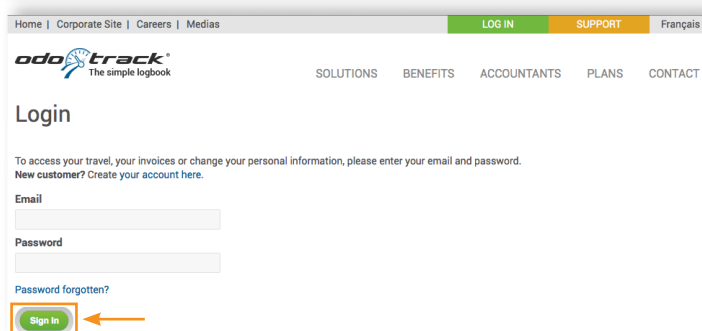
1. Using an internet browser, go to www.odotrack.ca

2. Click on **“Log in”** link located at the top right corner of the home page



3. You need to identify yourself. Enter your email address and your password. Then click on the **“Sign in”** button.

You can also access your account via **odotrack.mobi** to enter all your expenses.



Forgot your password?

No worries, just press the **“Forgot password”** button, enter your valid ODOTRACK email address and press **“Continue”**. You will receive your password by email.

Main modules of the ODOTRACK application

CONTACTS



Password change

Your personal information is located under the **"Account"** tab. This is where you can change your password. To do so, just click on the key icon.

A window will appear and you will be able to modify your password. Please note that you will need your current password to make this change.

TRIPS



Protection of privacy

Start	End	Distance	Duration	Type	Vehicle	Driver	Stop	Comments	IFTA
Oct 14, 2012, 1:49:55 AM	Oct 14, 2012, 1:52:30 AM	2.23	0 h 2 min	Personal	VW - Golf	Uniel, Madame	12 h 24 min	A-Retour à la maison	✓
Oct 14, 2012, 1:52:30 AM	Oct 14, 2012, 4:04:57 AM	130.22	2 h 6 min	Business	VW - Golf	Uniel, Madame	12 h 24 min	A-Retour à la maison	✓
Oct 14, 2012, 4:04:57 AM	Oct 14, 2012, 1:49:55 AM	83.54	1 h 2 min	Personal	VW - Golf	Uniel, Madame	12 h 22 min	A-Retour à la maison	✓
Oct 14, 2012, 1:49:55 AM	Oct 14, 2012, 6:34:22 PM	18.88	0 h 22 min	Personal	VW - Golf	Uniel, Madame	0 h 14 min	Claude	✓
Oct 14, 2012, 6:34:22 PM	Oct 14, 2012, 6:34:22 PM	19.18	0 h 28 min	Business	VW - Golf	Uniel, Madame	14 h 14 min	A-Retour à la maison	✓
Oct 14, 2012, 6:34:22 PM	Oct 14, 2012, 8:36:44 PM	20.17	0 h 24 min	Business	VW - Golf	Uniel, Madame	62 h 30 min	A-Retour à la maison	✓
Oct 14, 2012, 8:36:44 PM	Oct 14, 2012, 8:36:44 PM	2.52	0 h 5 min	Personal	VW - Golf	Uniel, Madame	2 h 29 min	A-Retour à la maison	✓
Oct 14, 2012, 8:36:44 PM	Oct 15, 2012, 9:59:01 AM	0.30	0 h 9 min	Business	VW - Golf	Uniel, Madame	2 h 50 min		✓
Oct 15, 2012, 9:59:01 AM	Oct 15, 2012, 12:45:20 PM	16.57	0 h 17 min	Business	VW - Golf	Uniel, Madame	1 h 50 min		✓
Oct 15, 2012, 12:45:20 PM	Oct 15, 2012, 7:59:32 AM	4.47	0 h 8 min	Business	VW - Golf	Uniel, Madame			✓

Your trips

(from your account)

All your trips are automatically transferred in this module. Only you can view, your personal trips when accessing your account.

To modify the trip type, click on business or personal under the **"Type"** column. A drop-down menu will allow you to make your selection.

o Title - [count: 1141, distance: 11455.07 km, business %: 46.16%]

Vehicles: VW - Golf, Type: All, Active: Yes, Status: Filter, Comments: Filter, Actions: Filter

Period: 2012-10-11 to 2014-10-24

From Thursday, October 11 2012 to Friday, October 24 2014

Start	Address of departure	Address of	End	Km	Duration	Type	Vehicle	Driver	Stop	Comments	IFTA
Oct 14, 2012, 4:39:30 PM	40 Rue du Docteur Cormeau, Saint-Eustache, QC	51 rue Lefebvre, Saint-Eustache, QC	Oct 14, 2012, 4:58:15 PM	19.18	0 h 28 min	Business	VW - Golf	Uniel, Madame	0 h 14 min	✓	Claude
Oct 14, 2012, 5:12:28 PM	33-57 Rue Lefebvre, Saint-Eustache, QC	123 rue ABC, Saint-Eustache, QC	Oct 14, 2012, 5:36:44 PM	20.17	0 h 24 min	Business	VW - Golf	Uniel, Madame	14 h 14 min	✓	A-Retour à la maison
Oct 14, 2012, 1:52:50 AM	Québec 223, Lacolle, QC J0L 1J0, Canada	123 rue ABC, Saint-Eustache, QC	Oct 14, 2012, 4:04:57 AM	130.22	2 h 8 min	Business	VW - Golf	Uniel, Madame	12 h 24 min	✓	A-Retour à la maison
Oct 15, 2012, 9:50:01 AM	292 Rue Dubois, Saint-Eustache, QC	Rue des Capucines, Saint-Eustache, QC	Oct 15, 2012, 9:59:01 AM	0.20	0 h 9 min	Business	VW - Golf	Uniel, Madame	2 h 29 min	✓	
Oct 15, 2012, 12:28:14 PM	Rue des Capucines, Saint-Eustache, QC	3195 Boulevard Saint-Martin Ouest, Lével, QC	Oct 15, 2012, 12:45:20 PM	16.57	0 h 17 min	Business	VW - Golf	Uniel, Madame	2 h 50 min	✓	
Oct 15, 2012, 7:51:29 AM	40 Rue du Docteur Cormeau, Saint-Eustache, QC	292 Rue Dubois, Saint-Eustache, QC	Oct 15, 2012, 7:59:32 AM	4.47	0 h 8 min	Business	VW - Golf	Uniel, Madame	1 h 50 min	✓	

Your trips

(from the manager's account)

Note: Personal trips will not appear when they are viewed from the manager or administrator's account. Only business trips are visible.

EXPENSES



Expenses - [count: 1, amount: 25.00 \$]

Start Date: 2014-07-07, End Date: 2015-08-06, Filter: Vehicles, Driver: Expense Type: Comments: Add

Items 1 to 1 of 1: Page 1 of 1 | 4 vehicles selected | 4 contacts selected | All

Date	Vehicle	Driver	Type	Payment	Subtotal	Tax 1	Tax 2	Total amount	Fuel quantity	Province	Comments	AIT	IFTA	Ap...
Aug 6, 2014	FORD-F150	Uniel	Fuel	Credit Card	0.005	0.005	0.005	25.005	0.000	All				

Update date: Date: 2014-08-06, Save, Cancel

Expense Type: All, Credit Card, Cash, Express Card, Fuel, Oils, Maintenance & repairs, Parking fees (100% Business)

This module includes all eligible expenses related to the vehicle taxation. You can add expenses by clicking the **"Add"** button.

Searches can be filtered by: Date, day, vehicle, driver, expense type and comment.

Expenses - [count: 33, amount: 12432.00 \$]

Start Date: 2011-07-14, End Date: 2015-08-06, Filter: Vehicles, Driver: Expense Type: Comments: Add, Update, Delete, Set Date, Set Vehicle, Set Driver, Set Type, Set Payment Method, Set Amount, Set Supplier, Set Order, Update Comments, Export to Excel, Show/Hide Columns, Refresh View

Items 1 to 33 of 33: Page 1 of 1 | 23 vehicles selected | 4 contacts selected | All

Date	Vehicle	Driver	Type	Payment Method	Subtotal	Tax 1	Tax 2	Total	Fuel
Aug 6, 2014	FORD-F150	Uniel	Fuel	Credit Card	0.005	0.005	0.005	25.005	0.00
Jun 18, 2014	FORD-F150	Uniel	Fuel	Cash	0.005	0.005	0.005	40.005	0.00
May 29, 2014	FORD-F150	Uniel	Supplies	Cash	0.005	0.005	0.005	42.005	50.0
May 29, 2014	FORD-F150	Uniel	Other employment fees	Cash	0.005	0.005	0.005	75.005	50.0
May 5, 2014	MTSUBISHI	Uniel	Advertising & promotion	Cash	0.005	0.005	0.005	450.005	0.00
Apr 3, 2014	MTSUBISHI	Uniel	Lodging	Cash	0.005	0.005	0.005	450.005	0.00
Oct 1, 2013	MTSUBISHI	Uniel	Leasing	Cash	0.005	0.005	0.005	450.005	0.00
Jan 1, 2013	VW - Golf	Uniel	Leasing	Cash	0.005	0.005	0.005	500.005	0.00
May 1, 2013	VW - Golf	Uniel	Leasing	Cash	0.005	0.005	0.005	500.005	0.00
Apr 1, 2013	VW - Golf	Uniel	Leasing	Cash	0.005	0.005	0.005	500.005	0.00
Mar 1, 2013	VW - Golf	Uniel	Leasing	Cash	0.005	0.005	0.005	500.005	0.00
Feb 1, 2013	VW - Golf	Uniel	Leasing	Cash	0.005	0.005	0.005	500.005	0.00
Jan 1, 2013	VW - Golf	Uniel	Leasing	Cash	0.005	0.005	0.005	500.005	0.00
Dec 1, 2012	VW - Golf	Uniel	Leasing	Cash	0.005	0.005	0.005	500.005	0.00
Nov 1, 2012	VW - Golf	Uniel	Leasing	Cash	0.005	0.005	0.005	500.005	0.00
Oct 1, 2012	VW - Golf	Uniel	Leasing	Cash	0.005	0.005	0.005	500.005	0.00
Sep 1, 2012	VW - Golf	Uniel	Leasing	Cash	0.005	0.005	0.005	500.005	0.00
Aug 1, 2012	VW - Golf	Uniel	Leasing	Cash	0.005	0.005	0.005	500.005	0.00
Jul 1, 2012	VW - Golf	Uniel	Leasing	Cash	0.005	0.005	0.005	500.005	0.00

Editing expenses

Changes can be made by selecting the expense you want to edit and clicking the **"Actions"** button. In the drop-down menu, select **"Update"** and edit the information.

Some columns offer either an input field, a drop-down menu or a choice inside of a window allowing you to modify the field directly in the table.

REPORTS



The screenshot shows the 'Reports' module interface. On the left, there are two main sections: 'Management reports' and 'Fiscal reports'. Under 'Management reports', there are options for 'Trips (Mileage logbook)', 'Expenses', 'Timesheet', and 'Statistics'. Under 'Fiscal reports', there are options for 'Allocation', 'Business or professional revenues and expenses', 'Tax benefit', and 'Employment expenses'. On the right, the 'Reasonable allowance' configuration screen is visible. It includes fields for 'From' and 'To' dates, 'Driver(s)', 'Vehicle(s)', and 'Type'. There are also sections for 'Mileage Rates' with options to 'Use these rates for all vehicles' or 'Use specific rates per vehicle'. A 'View' button is at the bottom right of the configuration screen.

Your reports

This module allows you to select your mileage allowance report. A selected period can be filtered as per company criteria.

Once the selection is completed, click view. Once the rate(s) of reimbursement have been selected, they will remain in memory for future reports.

Mileage Allocation Report
From 17/09/2014 To 17/10/2014

Driver: Madame Untel
MITSUBISHI RVR

Month 10	From	To	Business	Details
10/12/2014 05:09:14 PM	2485 Avenue 35, Laval, QC H7R 3P7, Canada	123 rue ABC, St-Eustache QC	5.05	A-Retour à la maison
10/12/2014 04:30:59 PM	123 rue ABC, St-Eustache QC	345 Boulevard Arthur-Sauvé, Saint-Eustache, QC J7P, Canada	1.61	
10/12/2014 04:55:49 PM	345 Boulevard Arthur-Sauvé, Saint-Eustache, QC J7P, Canada	123 rue ABC, St-Eustache QC	1.58	A-Retour à la maison
10/13/2014 07:02:41 PM	123 rue ABC, St-Eustache QC	448 Boulevard Arthur-Sauvé, Saint-Eustache, QC J7P, Canada	1.09	
10/13/2014 07:12:21 PM	448 Boulevard Arthur-Sauvé, Saint-Eustache, QC J7P, Canada	123 rue ABC, St-Eustache QC	1.06	A-Retour à la maison
10/14/2014 06:55:04 PM	123 rue ABC, St-Eustache QC	345 Boulevard Arthur-Sauvé, Saint-Eustache, QC J7P, Canada	1.59	
10/14/2014 07:21:50 PM	345 Boulevard Arthur-Sauvé, Saint-Eustache, QC J7P, Canada	123 rue ABC, St-Eustache QC	1.52	A-Retour à la maison
10/15/2014 05:27:10 PM	950 Rue Michel Laval QC	230 Rue Coron, Laval, QC H7L 1Y2, Canada	6.34	
10/15/2014 06:00:09 PM	230 Rue Coron, Laval, QC H7L 1Y2, Canada	123 rue ABC, St-Eustache QC	17.51	A-Retour à la maison
10/16/2014 07:37:53 AM	123 rue ABC, St-Eustache QC	Le Corbier / Saint-Ezblar (43937), Laval, QC H7L, Canada	16.75	
10/16/2014 05:17:04 PM	950 Rue Michel Laval QC	123 rue ABC, St-Eustache QC	20.05	A-Retour à la maison
Total for Month 10			883.41	
Total for MITSUBISHI RVR			845.02	

	Total	
Business trips already done since 2014/01/01: 6938.16 km		
0.43\$ per km for the first (50000 - 6938.16) km :	845.02	\$ 363.36
0.48\$ per km exceed:	0.00	\$ 0.00
Total to pay	845.02	\$ 363.36
Total	877.94	

On the last page of the report, you will have the refund amount depending on the requested period.

Save your reports by clicking on the save button and submit to your employer.



FAVOURITES



Your favourites

A compliant mileage logbook must have a comment for each trip. The **Favourites** module allows you to automatically generate a comment for a known destination. There are 2 simple ways to create a favourite:

1. From a completed trip
2. Directly in the **Favourites** module.

Creating from an existing trip

Trip - [count: 25, distance: 196.42 km, business %: 76.39%]

4 vehicles selected

Period: [Start Date: 2014-10-10, End Date: 2014-10-24]

From Friday, October 10, 2014 to Friday, October 24, 2014

Start	Address of departure	Address of destination	End	Km	Duration	Type	Vehicle	Driver	Stop	Comments	IFTA
Oct 17, 2014, 6:59:41 AM	123 rue ABC, St-Eustache QC	950 Rue Michelin Laval, QC H7L 5C1	Oct 17, 2014, 7:29:26 AM	21.87	0 h 29 min	Personal	MTSUBISHI RVR	Unel, Madame		A-ODOTRACK	
Oct 16, 2014, 5:17:04 PM	800 Rue Michelin Laval, QC	123 rue ABC, St-Eustache QC	Oct 16, 2014, 5:58:48 PM	20.05	0 h 41 min	Business	MTSUBISHI RVR	Unel, Madame	13 h 0 min	A-Retour à la maison	
Oct 16, 2014, 8:20:29 AM	La Conduite / Saint-Eustache (30007), Laval, QC	950 Rue Michelin Laval, QC	Oct 16, 2014, 8:58:27 AM	1.68	0 h 3 min	Personal	MTSUBISHI RVR	Unel, Madame	8 h 52 min	A-ODOTRACK	
Oct 16, 2014, 7:37:53 AM	123 rue ABC, St-Eustache QC	La Conduite / Saint-Eustache (30007), Laval, QC	Oct 16, 2014, 8:15:04 AM	16.75	0 h 37 min	Business	MTSUBISHI RVR	Unel, Madame	0 h 5 min		
Oct 16, 2014, 8:00:09 PM	200 Rue Centre, Laval, QC H7L 1Y2, Canada	123 rue ABC, St-Eustache QC	Oct 16, 2014, 8:20:38 PM	17.81	0 h 20 min	Business	MTSUBISHI RVR	Unel, Madame	13 h 17 min	A-Retour à la maison	

Summary: Total 599 km, Private 43 km, Business 156 km. TIME (business): Total 14 h 23, Min 4 h 25, Stop 5 h 21. FAVORITE (known locations): Total 25, Known 11, FAVORITE 44%.

Add favourite

Destination: 950 Rue Michelin, Laval, QC H7L 5C1

Radius: 250 meters

Logbook address (optional):

Define a departure address

Vehicle: All Select...

Place suggestion

Comments:

Active: ☐ Yes ☐ No

Default trip type to: ☐ Business ☐ Personal

☒ Apply favourite to existing trips

From: 14/04/2013

Notification active: ☐ Yes ☐ No

Save Cancel

Add favourite

Destination: 950 Rue Michelin, Laval, QC H7L 5C1

Radius: 250 meters

Logbook address (optional):

Define a departure address

Vehicle: All Select...

Place suggestion

Comments: ABC Entreprise

Active: ☐ Yes ☐ No

Default trip type to: ☐ Business ☐ Personal

☒ Apply favourite to existing trips

From: 14/04/2013

Notification active: ☐ Yes ☐ No

Save Cancel

At this step, you could save your favourite for this trip and subsequent trips.

Creating from an existing trip

Add favourite

Destination: 950 Rue Michelin, Laval, QC H7L 5C1

Radius: 250 meters

Logbook address (optional):

Define a departure address

Vehicle: All Select...

Place suggestion

Comments:

Active: ☐ Yes ☐ No

Default trip type to: ☐ Business ☐ Personal

☒ Apply favourite to existing trips

From: 14/04/2013

Notification active: ☐ Yes ☐ No

Save Cancel

Required

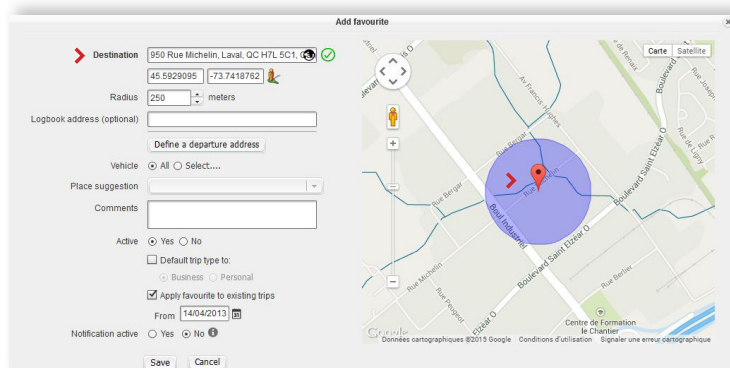
Steps to follow

1. Click on the star icon to display the **Favourites** window.
2. The window on the left will appear:
 - Validate the position depending on the destination.
 - Make sure to validate the radius (minimum suggested is 250 meters). You can increase or decrease the radius according to your destination.
 - Move the circle (radius) directly on the map by clicking on the pointer and dragging it to the right location.
 - Enter the description of the visited place in the comment field.

Options





Steps to follow

You can determine how you want to visualize your address in your reports by stating it in the space provided.



- Enter the full address of the desired destination and press **"Tab"** to show the location on the map. Make sure to validate before saving the favourite.
- The following steps are the same as the favourites created from an existing trip.

Legend

-  Non-existent favourites.
-  Applied favourites - created in your account.
-  Applied and edited favourites (different from the recorded value)
-  Applied and created favourites by another user. These favourites can only be modified by the one who created them, unless you have the permission to do so.

Contact information:

Technical support

Office : 514 388-7734
Toll free : 1 877 388-0810